



## JOB DESCRIPTION

Position Title: **Senior Analyst**

Work Area: **GIS**

Class Code: 5307

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Analytical and technical work developing and supporting a diverse, multi-user Arc/Info-Arc view Geographic Information System network and client base.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Responsible for providing GIS support and data access to County Departments and agencies.

Reviews and conducts needs analysis of user departments requirements and assists in developing and automating departmental data layers and associated tabular database applications. Conducts analysis of data and information layers requested by system users and determines the appropriate methodologies to display the requested information. Assists in the creation and maintenance of GIS and System Administration documents.

Assists in the supervision and training of temporary or student intern staff members. Provides user training to County Departments and agencies on the use of the GIS system.

Prepares status reports, presentations and/or demonstrations of the County's Arc/Info and Arc View geographic information systems as required.

Communicates problems with existing software or hardware to supervisor or technical support staff for appropriate action and, where appropriate, assists with problem determination and resolution.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Knowledge of geographic information system technology and terminology. Knowledge of AML and Avenue program languages. Knowledge of the appropriate uses of GIS technology and available application packages to recommend solutions for end users.

Ability to evaluate resources, initiate programs, manipulate, analyze, and present data for use by decision makers. Ability to establish and maintain an effective working relationship with other departments, various governmental agencies, and the general public. Ability to communicate abstract and technical information effectively both orally and in writing. Ability to create complete application packages for end users including documentation.

Bachelor's Degree in Computer Science, GIS, Geography, Planning or a related field and three (3) years' experience in a computer environment with primary focus on geographic information systems, including the application of CAD, spatial databases, and mapping information systems. Preference will be given to applicants experienced with ESRI's GIS products and programming applications. Preference will also be given to applicants with Arc/Info and Arc View experience on a UNIX computer platform.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is an office setting. Most duties are performed while sitting at a desk, table or workstation. Position may be required to perform duties that require prolonged standing. Position has regular exposure to radiant and electrical energy found in an office environment.